DEPARTMENT OF THE ARMY
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5200

AFYB-CG   29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-00-02 - Officer Evaluation
Report (OER) Management

1. REFERENCE.

    a. Army Regulation 623-105, Officer Evaluation Reporting
System, 1 October 1997.

    b. III Corps Command Policy # AG 99-01, Officer Evaluation
Report (OER) Processing, 7 July 1999.

2. PURPOSE. This policy memorandum prescribes the procedures
for processing and forwarding OERs to Headquarters, Department of
the Army (HQDA).

3. APPLICABILITY. This policy applies to all subordinate units
in the 4th Infantry Division (Mechanized) serviced by the 502d
Personnel Services Battalion (PSB).

4. GENERAL. The new OER requires direct and personal senior
rater involvement in profile management. Senior raters have the
unique challenge to develop a strategy that is fair and
consistent while adhering to the timeliness standards established
by HQDA. Early identification of required reports, timely
completion and positive control of the mailing of OERs is the
only way to ensure we take care of our officers while meeting
HQDA goals for timeliness. The standard for OER timeliness in
4ID(M) is 100 percent of all reports received at US Total Army
PERSCOM OER Evaluations Branch NLT the 90th day after the "thru"
date of the report. (Mailing address: Commander, PERSCOM, ATTN:
TAPC-MSE-R, 200 Stovall Street, Alexandria, VA 22332-0442).

5. POLICY.

     a. The senior rater will ensure that all completed OERs and any required supporting documentation are forwarded to the 502d PSB for verification of accuracy within 60 days following the "thru" date of the report. Because of privacy and timeliness concerns, senior raters will ensure that unit personnel hand carry all OERs to the 502d PSB Evaluations Section, building 410 (division headquarters), ground floor. The rated officer and all rating officials must sign and date the OER prior to forwarding to the 502d PSB.

     b. In an effort to assist commanders, the 502d PSB will track all OERs to ensure that they arrive at HQDA on time. In order for the 502d PSB to do so, major subordinate commands (MSCs) must alert the 502d PSB Evaluations Section of all required evaluations other than Annual OERSs (e.g. Change of Rater, Change of Duty, Senior Rater Option, Relief for Cause, Complete the Record, and all others listed in Table 3-3, AR 623-105). MSCs will provide the following:

          (1) Change of command schedules and a listing of the OERs required at least 90 days prior to the event.

          (2) Officer rating schemes on a monthly basis.

          (3) Officer reassignment orders as generated or received.

          (4) The date the senior rater mailed verified above center-of-mass reports to HQDA. If a unit does not notify the 502d PSB Evaluations Section of an OER's mail out date prior to the 75th day after the "thru" date of a report, the 502d PSB will alert the chain-of-command.

     c. The 502d PSB will provide MSCs with a list of all annual reports, and all other known reports (per sub-paragraph b, above) at least 60 days prior to the "thru" date of the reports. The 502d PSB will monitor the reports on this list until verification that each report has been mailed to HQDA. Reports that are not submitted to the 502d PSB Evaluations Section for initial processing by the 60th day after the "thru" date will trigger additional control measures on the part of the 502d PSB and the chain-of-command. Any report not turned in to the 502d PSB by the 75th day after the "thru" date will trigger an email inquiry

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from the 502d PSB to the affected battalion and brigade commanders, with a copy furnished to the 4ID(M) Chief of Staff. This effort will alert the chain-of-command that we are approaching the danger-close threshold.

    d. The 502d PSB will conduct a quality review of all OERs verifying report accuracy within five working days of receipt. The 502d PSB will telephonically notify the unit when OERs and reports with errors are ready for pick-up. Senior Raters will forward all completed reports directly to HQDA with copy furnished to the rated officer.

    e. The senior rater is responsible for making report corrections, ensuring unit personnel forward a corrected copy to the 502d PSB as appropriate, and ensuring that above center-of-mass reports are forwarded to PERSCOM in a timely manner. Reports must arrive at PERSCOM Evaluations Branch no later that 90 days after the "thru" date of the report.

6. Due to OER impact on our officers' careers and the emphasis placed on senior rater profile management, extraordinary coordination between the rating chain and the 502d PSB is absolutely essential. I expect commanders to ensure rating officials juggle those competing priorities and take care of their officers in a timely manner.

            "STEADFAST AND LOYAL!"

            ORIGINAL SIGNED

            RAYMOND T. ODIERNO
            Major General, USA
            Commanding

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